



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL



Admin Officer – Events Supporting Information

Our School

Harrogate Grammar School is a renowned state 11-18 mixed comprehensive school rich in history, dating back to 1903. With over 2000 students and 260 staff at our school, our reputation for excellence is widely recognised and we have an absolute commitment to ensuring that all our young people benefit from what the school has to offer. Every child really does matter and we work hard to encourage students to be the best that they can be.

HOW? Through our values

WHY? Excellence for all

WHATE? Outcomes for all

RESPECT
Respect yourself, others and our environment

EXCELLENCE
Be the best you can be

ADVENTURE
Challenge yourself and keep going

COMMITMENT
Participate, prepare and be prepared

HONESTY
Ask for help, act on advice and take responsibility

CULTURE
A culture of respectful relationships and exceptionally good behaviour for learning
We all manage our emotions and take responsibility for our choices
Everyone feels safe, well supported and that they belong
All members of our community are given opportunities to develop

CURRICULUM
An aspirational and inclusive curriculum provides excellence for all, offering experiences which help to develop character
Rich and meaningful experiences, ensure depth in learning through strong subject knowledge and the promotion of essential numeracy, literacy and communication skills
The experiential curriculum offers diverse opportunities for our learners to enjoy the arts, creativity, exercise and sport
A curriculum that develops an understanding of British values

TEACHING & LEARNING
Students build knowledge through expert instruction, coupled with purposeful practice, which leads to transference to long term memory
Lessons offer all students the satisfaction of success by combining challenge with the appropriate level of support
Students and teachers understand that performance can be continually improved
All students make progress over time because teaching and assessment is matched to need

Kind | Healthy | Ambitious | Knowledgeable | Curious | Enterprising | Resilient | Productive | Responsible | Reflective

RED KITE
SCHOOL OF LEADERSHIP
HARROGATE

We have a clear set of values and through living these on a daily basis, it makes our school a special place in which to learn.

In addition to our strong culture, we are committed to providing excellence through a curriculum – inside and outside of the classroom – that is both broad, balanced and well sequenced. A strong and effective partnership with parents underpins the work we do in school. Our absolute commitment to ‘excellence for all’ and our track record of impressive examination results at GCSE and A Level, makes us one of the highest performing comprehensive schools in the country.

High performing does not mean exclusive and we are very proud of the achievements of all our students, from those with complex needs on the SEN/D register to those that will be leaving us for top universities. We expect all staff to be committed to equality of opportunity and to be passionate about ensuring that at our school every child matters.



We want all our students to become kind, healthy, knowledgeable and productive individuals who go on and make a profound contribution to society. We are very proud of the outstanding progress our young people make from whatever their starting point.

Continued investment in the school site over recent years has provided us with some superb facilities whilst retaining the distinctive character and charm of our original buildings. Facilities include: a state-of-the-art multi-use lecture theatre/performance space, extensive playing fields including Astro-turf pitch, newly refurbished Science laboratory blocks and this year the start a school extension costing £1.6 million.



Student Services Team

We are a very warm and supportive team consisting of one office manager, two receptionists and two admin officers. The purpose of our team is to support all students and colleagues by providing high quality administrative services across the school. Based in our main school reception, we are also the first contact for telephone calls and visitors into school who we greet in an efficient, professional and friendly manner.

This is a key role where your duties will be varied and will include; managing events such as Alumni events, annual celebration of achievement evening, year 6 transition days, sending communications to students and parents, assisting with the administration of events and activities such as parent's evenings and celebration evenings, and providing administrative support to the Senior Leadership Team and wider teaching staff.

If you are able to prioritise demanding workloads, work accurately and effectively and are *truly* a team player, then we would encourage you to apply for the position to join our team.

Red Kite Learning Trust



As founding members of the Red Kite Learning Trust, the Trust provides a supportive structure for individual schools to work in partnership to share administrative functions, to gain economics of scale in purchasing and operational functions, and most importantly to help ensure all young people can achieve success.

The Trust was formed in 2015 with Harrogate Grammar School being one of the three founding schools; the others being Oatlands Junior School and Western Primary School in Harrogate. The aim is to work together to ensure Excellence for All. From 2016 - 2018, the Trust has welcomed more schools: in Harrogate, Rossett Acre Primary School and Coppice Valley Primary, and in Leeds: Crawshaw Academy, Temple Moor High School, Austhorpe Primary, Colton Primary, Whitkirk Primary, Templenewsam Halton, Temple Learning Academy and Meadowfield Primary.

Red Kite Alliance

The Red Kite Alliance is a partnership of secondary, special and primary schools, collaborating to help each other improve the outcomes for young people and ensuring all our young people have the opportunity to achieve their potential. This school-led approach brings benefits to all the schools involved and helps Harrogate Grammar School continue to develop and improve. Our students benefit from the Alliance's work as it impacts directly on the quality of teaching they receive.

As a Teaching School, we have a lead role in the Alliance and work with other schools to train and develop new teachers. Our Teaching School helps us to keep pace with national developments and places us at the very forefront of teaching practice. We deliver outstanding training for school staff within the Alliance, at every stage of their careers, including a full range of school leadership development opportunities.

Click here to read about our Teaching Hub status: [Teaching Hub](#).

Regional Maths and Computing Hubs

The work of our Teaching School has been further enhanced and extended with the addition of our Maths Hub, covering the Yorkshire Ridings region. The Hub is one of only 37 designated nationally. Harrogate Grammar School has also successfully been awarded official Computing Hub status, covering North Yorkshire, Leeds and Wakefield. Both Hubs have the aim of developing and spreading excellent practice for the benefit of all students in primary and secondary schools.

Red Kite Teacher Training

Red Kite Teacher training offers school-based routes into teaching through a large partnership of primary, secondary and special schools based in and around Harrogate, Leeds and Skipton. We work with the University of Leeds also as a strategic partner, supporting our initial teacher training provision. Based at Harrogate Grammar School is School Centred Initial Teacher Training (SCITT) who annually have c. 120 primary and secondary trainees. SCITT is only one of the several different routes into teaching that we offer. We offer also an Assessment Only route for professionals already employed in a school and are a Regional Training Centre for the Future Teaching Scholars programme, a new and exciting route in to teaching for those entering their first year at University.

Further Information

For further information, please visit the following websites:

<http://www.harrogategrammar.co.uk>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk>

<http://www.redkiteteachertraining.co.uk>

<http://www.yorkshireridingsmathshub.co.uk>



Harrogate Grammar School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

- Post Title:** Admin Officer – Events
- Salary Grade:** Salary Band 6 SCP 5 - 8
FTE - £19,312 – £20,493
Actual - £13,033 - £13,830 Actual (based on 28 hours pw)
- Contract Type:** Temporary- Maternity Cover, Term time + Training Days + the equivalent of 2 additional weeks. Flexibility in attending other planned events as necessary.
- Working Hours:** 28 hours per week
- Responsible to:** Office Manager
- General Description:** To work as part of the Student Services Team to assist in the administration provided by the team, perform general reception duties and lead events such as school alumni, transition days, annual celebration events.

Special Conditions of Service: Requirement to occasionally work outside of school hours and off school premises as required by the school.

1	Main Tasks/Responsibilities
1.1	To assist with the general day-to-day administration for the Student Services Team, using Microsoft Office Packages, school MIS and School Comms.
1.2	Maintain a comprehensive alumni database of current parents, former parents, alumni, companies and other friends.
1.3	Act as a main lead for key events including administration, marketing, production of material where required, communication and delivery e.g. Alumni events, annual celebration of achievement evenings, Year 6 transition days.
1.4	Plan and deliver activities and events in line with the strategic plan for the school.
1.5	To facilitate effective communications, social media and publicity relating to key school events
1.6	To monitor, evaluate and report on Alumni activities within the allocated budgets.
1.7	To deliver on the agreed participation and financial targets as set by the school/ governing body.
1.8	To support the administrative work of the Assistant Headteachers and wider Senior Leadership team.
1.9	To provide receptionist duties as and when required including welcoming parents/carers and other visitors to the school and helping with student enquiries. To assist the team more generally in terms of telephone calls received into the School.

1.10	To work positively in a solution focused way, to ensure workload is supported at key times across the year.
2	General
2.1	To maintain confidentiality regarding personal information.
2.2	To maintain a positive, appropriate and professionalism relationship with all stakeholders / contacts and other volunteers.
2.3	To follow the school's policy in relation to working with young people.
2.4	To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2.5	To contribute to the overall ethos/work/aims of the school.
2.6	To recognise own strengths and areas of expertise and use these to advise and support others.
2.7	To attend and participate in regular meetings, training and other learning activities as required.
2.8	To take part in the Performance Management process employed at the school.

Person Specification : E Essential, D Desirable

3	Experience	
3.1	Successful experience in the organisation of administration processes.	E
3.2	Successful experience of event or activity organisation.	E
3.3	Working in an environment with young people.	D
3.4	Receptionist or front of house working.	D
3.5	Experience in the use of MS Office packages and databases.	E
4	Qualifications/Training	
4.1	Excellent numeracy/literacy skills.	E
5	Knowledge/Skills	
5.1	Outstanding customer service skills.	E
5.2	Proven organisational/administrative skills.	E
5.3	Ability to work positively and effectively with young people.	E
5.4	Strong IT skills including all office packages and MIS system/s.	E
5.5	Excellent attention to detail.	E
5.6	Experience in copy writing skills.	E
5.7	Problem solving in a solution based and adaptable manner.	E
5.8	High level and accurate literacy skills.	E
5.9	'Can do' attitude.	E
5.10	Knowledge of social media in order to publicise external events.	E
6	Aptitudes	
6.1	Highly effective communication skills.	E
6.2	Ability to form good working relationships and influence others.	E
6.3	Capacity to evaluate and improve.	E
6.4	Creative and innovative in thinking.	
6.5	Competent in IT.	E
6.6	Good level of skill in dealing with issues relating to student needs.	E
6.7	Take initiative and work independently.	E
6.8	Take responsibility for personal CPD needs.	E
6.9	Flexibility to work additional days/evenings in support of events.	E
6.10	Experience within educational setting.	D
7	Characteristics	
7.1	Good organisational skills and high levels of self-motivation.	E

7.2	Energy, self-confidence and the ability to 'give more' when the occasion demands it.	E
7.3	Ability to work under pressure and to meet deadlines.	E
7.4	Good sense of humour & ability to maintain a sense of perspective in all working conditions.	E
7.5	Record of good attendance and punctuality.	E
8	Safeguarding and Promoting the Welfare of Students	
8.1	Has appropriate motivation to work with students.	E
8.2	Ability to maintain appropriate relationships and personal boundaries with students.	E
8.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E